



Charter
Primary School

Job Description Higher Level Teaching Assistant

Grade 4

NB: This post is subject to the fulfilment of statements within previous grade(s)

Job Purpose

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparation and delivering learning activities for individuals / groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

Duties and Responsibilities:

Supporting Pupils

- o Attend to the pupil's personal needs, and implement related personal programmes, including social, health, physical, hygiene, medication, first aid and welfare matters, as appropriate
- o Use advanced specialist skills to meet the intellectual, physical, social and emotional needs of pupils
- o Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- o Assess the needs of pupils and use detailed knowledge and advanced specialist skills to support pupils' learning
- o Take a lead role in managing and delivering pastoral support
- o Establish productive working relationships with pupils, acting as a role model, demonstrating positive values, attitudes and behaviour and setting high expectations
- o Promote the inclusion and acceptance of all pupils
- o Support pupils consistently whilst recognising and responding to their individual needs
- o Assist with the supervision of pupils out of lesson times, including break and lunchtimes
- o Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- o Set challenging and demanding expectations; motivate, promote self-esteem and independence to encourage them to achieve
- o Provide feedback to pupils in relation to progress and achievement

Supporting Teachers

- o Organise and manage learning activities in ways which keep pupils safe
- o Under an agreed system of supervision, plan and prepare teaching and learning objectives, adjusting activities / work plans as appropriate
- o Monitor and evaluate pupil responses to learning activities using a range of assessment and monitoring strategies, against pre-determined learning objectives
- o Assess, provide feedback and reports as necessary on pupil development, progress and achievement
- o Within the school's behaviour policy, apply behaviour management strategies and techniques to anticipate and manage behaviour constructively and contribute to a purposeful learning environment
- o Support the role of parents in pupils' learning and contribute to meetings with parents to constructively feedback on pupils progress / achievement where appropriate
- o Produce lesson plans / work where requested and appropriate
- o Input and analyse pupil data and assessment information as directed by the class teacher and/or line manager

Supporting the Curriculum

- o Deliver learning activities / teaching programmes, adjusting activities according to pupil responses / needs
- o Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- o Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language / cultural backgrounds
- o Advise on appropriate deployment and use of specialist resources / equipment

Supporting the School

- o Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- o Be aware of and support difference and ensure all pupils have equal access to opportunities to learning and develop
- o Contribute to the overall ethos / work / aims of the school
- o Establish constructive relationships and communication with other agencies / professionals in liaison with the teacher, to support achievement and progress of the pupil
- o Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- o Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- o May co-ordinate a school activity e.g. extra curricular activity / work experience / homeschool liaison / SEND work
- o Model good practice and contribute to planning and delivery of appropriate training
- o Contribute to the overall ethos, work, aims of the school by attending relevant meetings / training and contributing to the development of policies and procedures within the school
- o Within an agreed system of supervision and within pre-determined lesson objectives, teach whole classes; evaluating and adjusting lessons / work as appropriate
- o Undertake all such duties as are reasonable and appropriate to the nature of the

post as determined by the Headteacher

NB: All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement and progress. Any changes will take account of salary / status / hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

Reviewed: November 2017

Job Code: L3445D